

Meeting Date: 12/2/08

Santa Clara



AGENDA REPORT

City of Santa Clara, California

Agenda Item # 6A-1



DATE: November 13, 2008

TO: City Manager for Council Action

FROM: City Clerk/Auditor

SUBJECT: Adoption of a Resolution Approving Updated City-wide and Departmental Records Retention Schedules

EXECUTIVE SUMMARY:

The City is continuing to develop a robust records management program, including revising the City-wide and departmental Records Retention Schedules. The approval of these revised Records Retention Schedules will result in efficiency gains and cost savings including reduction of current records storage costs, reduction or elimination of duplication in effort of storing records, increasing efficiency and taking advantage of current technology and changes in law.

This is the first update of the City-wide Records Retention Schedules since October 1983 and was completed in partnership with the City's records consultant Gladwell Governmental Services, Inc., the City Manager's Office, City Attorney's Office, all City departments and City Clerk Office.

ADVANTAGES AND DISADVANTAGES OF ISSUE:


The advantage of approving revised City-wide and departmental Records Retention Schedules is the systematic control and destruction of all records according to Council approved guidelines. There is no disadvantage.

ECONOMIC/FISCAL IMPACT:

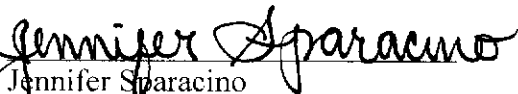
There is no additional cost to the City other than administrative staff time and expense.

RECOMMENDATION:

That the Council adopt a Resolution approving updated City-wide and Departmental Records Retention Schedules.


Rod Diridon, Jr.
City Clerk/Auditor

APPROVED:


Jennifer Sparacino
City Manager

Documents Related to this Report:
1) Resolution

CITY OF SANTA CLARA

AGENDA MATERIAL ROUTE SHEET

SUBJECT: Adoption of a Resolution approving Council Date: 12/2/08
Revised Records Retention Scheduler

CERTIFICATION

The proposed Resolution
Regarding Records Retention Scheduler
has been reviewed and is hereby certified.

PUBLICATION REQUIRED:

The attached Notice/Resolution/Ordinance is to be published N/A time(s) at least days before the
scheduled meeting/public hearing/bid opening/etc., which is scheduled for , 200 .

AUTHORITY SOURCE FOR PUBLICATION REQUIREMENT:

Federal Codes:

Title U.S.C. §
(Titles run 1 through 50)

California Codes:

Code §
(i.e., Government, Street and Highway, Public Resources)

Federal Regulations:

Title C.F.R. §
(Titles run 1 through 50)

California Regulations:

Title California Code of Regulations §
(Titles run 1 through 28)

City

City Charter § (i.e., 1310. Public Works Contracts. Notice published at least once at least ten days before bid opening)

City Code §

1. As to City Functions, by

[Signature]
Department Head

2. As to Legality, by

[Signature]
City Attorney's Office / CAO Assignment No 08.

3. As to Environmental
Impact Requirements, by

Director of Planning and Inspection

4. As to Substance, by

[Signature]
City Manager

Revision Date June 7, 2005